



# Special Events Contractor Guidelines

## Catering

The Library of Congress has final approval in the selection of a catering firm for all special events. Please note that all approvals, arrangements and access to the Library of Congress for caterers and all other vendors are coordinated through the Public Programs Services Office.

Catering firms and their personnel are responsible for operating by the Library of Congress Catering guidelines described below:

### **Liability**

Prior to the event the Public Programs Services Office must have evidence of the following limits of insurance which may be provided by a Certificate of Insurance.

- **Commercial General liability**  
\$1,000,000 per occurrence, and including coverage for products liability and contractual liability.
- **Liquor Liability coverage**  
\$1,000,000.
- **Automobile Liability coverage**  
\$1,000,000 per accident for bodily injury and property damage.
- **Workers Compensation**  
Statutory limits.

Public Programs Services Office is not responsible to donor/organization, or its vendors or suppliers for any missing items.

## **Deliveries**

### **Hours**

Public Programs Services Office will establish hours of delivery and pickup based on the nature of each event.

### **Loading Dock**

- The Jefferson Building loading dock may be accessed from 2nd Street, SE.
- The Madison Building loading dock may be accessed from “C” Street, SE.
- Alternative off loading areas may be designated by the Public Programs Services Office as necessary.
- Caterers must provide the Public Programs Services Office with a list of all vehicles which will provide delivery and pick-up (both caterers and sub-contractor, ie florists, beverage suppliers etc.). This list must include approximate times of delivery and pick-up and must be submitted to the Public Programs Services Office at least one week prior to the event.

### **Receiving**

Caterers must be available to receive and sign for all deliveries. The Public Programs Services Office will not receive or accept deliveries for caterers. Caterers must provide staff during the entire delivery/pickup period. Caution must be exercised when bringing supplies or materials into the Library. Specifically, no tables, boxes or other objects are to be placed against walls, exhibit cases or pieces of furniture.

### **Elevators — Madison Building**

Freight elevator on loading dock must be used.

Jefferson Building - As designated by the Public Programs Services Office. An elevator operator will be provided for the Jefferson Building service elevator.

### **Equipment**

Caterers should bring all necessary hand trucks and flatbeds needed for transporting food and equipment. Equipment used in the Library of Congress should be fitted with rubber wheels to eliminate floor damage. Caterers will provide all furniture and equipment needed to service an event. Round tables must be transported vertically on carts or hand carried; they may not be rolled in the Library with the exception of carpeted areas in the Madison Building.

### **Parking**

Vehicles must be unloaded and removed from the premises. Catering personnel should make their own parking arrangements.

### **Storage**

- **Madison Building**  
There is no storage space available.
- **Jefferson Building**  
Storage is available in areas designated by the Public Programs Services Office and must be screened from view. The Library of Congress assumes no responsibility for security or safety of stored goods. All equipment must be removed from the Library of Congress immediately following the event.

## **Set-up**

### **Electricity/Stoves**

Special electrical requirements must be submitted to the Public Programs Services Office two weeks prior to a scheduled event. Only electric stoves whose wiring is grounded (no propane or bottled gas) may be used for cooking. Sterno is permitted for warming.

### **Timing**

Delivery and set-up times should be arranged through the Public Programs Services Office and will be based on the number of guests and complexity of event.

### **Kitchen covering**

The floors of areas used as kitchens, staging, or bar areas should be completely covered with plastic.

### **Flames**

Votive candles and sterno may be used during events. Unprotected taper candles and open flames (such as with flambe') may not be used in the Library of Congress.

### **Trash**

All trash must be enclosed in plastic bags and removed from the Library premises. The Library is not responsible for removal of trash generated by the event.

### **Oversite**

A Public Programs staff member will periodically be on site to oversee adherence to catering requirements and act as the liaison between caterers, contractors, sub-contractors, and Library staff.

### **Buildings**

- No materials, objects, or equipment belonging to the Library may be used unless authorized by the Public Programs Services management staff. Any such authorized items must be returned to their original location.
- Caterers, contractors and sub contractors are allowed only in designated areas.
- Caterers are to remove everything they have brought into the buildings. All materials and equipment must be removed on the day of the event.

## **Food & Beverage**

- Most food and beverage are permissible in the Library of Congress. A menu must be submitted in advance to the Public Programs Services Office.
- Professional bartenders only may be used in the Library of Congress.

- Cash bars are not permitted.
- No Smoking Policy - Smoking is NOT permitted inside the Library of Congress.

## **Kitchen Procedures**

### **Jefferson Building**

- Caterers must leave the kitchen clean and organized.
- All cooking for events in the Jefferson Building must take place in the cellar kitchen or other areas designated by Public Programs Services.
- Food and debris must be removed from all sinks and sinks must be wiped dry.
- All counters must be wiped clean.
- Refrigerators and freezers must be wiped clean and left empty. No food or ice may be left without the permission of Public Programs Services.
- The grill and stove must be thoroughly cleaned. Grill cleaning supplies are provided.
- The oven must be wiped clean. Notify the Public Programs Manager if a spill necessitates a complete oven cleaning.
- Floors must be swept and mopped. Brooms and mops are provided.
- Caterers must remove (in closed plastic garbage bags) all trash generated by the event.

### **Madison Building**

- Caterers must leave the kitchen clean and organized.
- Food and debris must be removed from all sinks and sinks must be wiped dry.
- Floors must be swept and mopped. Brooms and mops are provided.
- Caterers must remove (in closed plastic garbage bags) all trash generated by the event.
- No ovens, grill, refrigerator, or freezers are provided.

# Videotaping/Photography (SEQ)

- On-site videotaping and photography may be used for archival and non-commercial corporate and institutional purposes. Except as otherwise provided herein, it is the policy of the Library of Congress not to permit or authorize the use of its name or images taken from within its library to be used to promote or advertise products or services of contractors or donor to the Library of Congress.
- Permission for on-site videotaping and photography must be obtained prior to the event from the Special Events Officer.

## Audio Visual

- Arrangements for audio visual support must be coordinated through the Public Programs Services Office.
- Equipment provided by contractors should be delivered, stored and removed under the guidance and time frame of the Public Programs Services Office.

## Decor

- Events requiring banners, large displays, backdrops, tents, or professional decorator service must be coordinated with Public Programs Services Office at least two weeks prior to the event.

## Entertainment

- All forms of entertainment must be approved by the Library of Congress.